

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: **42-2-025** 2. Position Number: **701-001-1441** 3. Date of Posting: **January 12, 2012**
4. Classification: **OA General** 5. Salary Range: **\$2074 - \$2770**
6. Pay Differentials That Apply To Position: Not applicable
7. Working Hours Of Position: **8:00 a.m. to 5:00 p.m., Monday through Friday**
8. District/Division: **42/Legal** Section: **Saramento** Geographic Location: **Sacramento**
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

Either I

One year of experience in California state service performing the duties of an Assistant Clerk.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

B. Technical & Professional Skills & Abilities: Must be able to use a computer, postage meter, phones, copy, and fax machines.

C. License and/or Certification Requirements: Not applicable

D. Physical Abilities to Perform Essential Functions: Must be able to stoop, kneel, or bend and be able to lift more than 25 pounds. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

E.

F. Other Departmental Requirements: 8:00 a.m. to 5:00 p.m., Monday through Friday, which no alternative work schedule.

G. Duty Statement/Description of Duties:

50% (E) Responsible for sorting, date-stamping all incoming and interoffice mail. Processing outgoing mail which includes weighing mail and affixing postage either by hand or with a meter. Process all incoming and outgoing envelopes and packages from services such as United Parcel Service and Federal Express, and any overnight delivery. Keeping and maintaining the mail room clean, orderly and stocked with supplies.

30% (E) Assists with putting away office supplies, ensuring all copy machines are equipped with paper and toner. Checking, copying and delivering incoming faxes to appropriate staff members. Photocopying as needed and run errands as needed.

10% (M) Acts as back-up to receptionist, file clerk and claims support.

5% (M) Facility liaison between Legal and the Building Manager to log electrical problems within the legal office, i.e., heating, cooling, lighting issues.

5% (M) Handle maintenance and supplies for postage machine, including requesting postage for the postage machine

10. Final Date and Time for Receiving Bid: February 2, 2012 by 5PM COB

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Eloisa Gomez

Address: 1120 N Street MS-57, Sacramento, CA 95814

Telephone Number: 916-654-2630

FAX Number: 916-654-4483

E-mail Address: Eloisa_Gomez@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: 2/3/2012 To: 2/13/2012
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**):
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)